

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(b) Appointment of Officer responsible for program	Letter or Telegram		OCT 1	ADL		Annual.
49.	Overtime	EXT 995	1st day of month	10th day of month	ABP		Monthly.
50.	Passport						
	(a) Identification Label Summary	PPT 336	5th working day of following month	10th working day of month	OPD		Not required for NIL report.
	(b) Monthly Register of Passport services	EXT 765	5th working day of following month	10th working day of month	OPD/MFFP	FM 23.12 CI-5.24.2	Original to OPD, attach copy to Mission Financial Return.
	(c) Passport Inventory and Record of Issues	PPT 034	5th working day of following month	10th working day of month	OPD/MFFP	FM 23.12 CI-5.24.2	Original to OPD, attach copy to Mission Financial Return.
	(d) Passport Issue Report	Printout	5th working day of following month	10th working day of following month	OPD	M.R.P. Implementation Package	For automated missions only.
	(e) Accountability Report	Printout	5th working day of following month	10th working day of following month	OPD	M.R.P. Implementation Package	For automated missions only.
	(f) Bad Record Report	Printout	5th working day of following month	10th working day of following month	OPD	M.R.P. Implementation Package	For automated missions only.
51.	Petty Cash	EXT 290					See item 21 (a)(ix).
52.	Press						
	(a) Analysis of Reports	Letter			Prog. Div	PA 3.9	Ad Hoc. Copy to BFE/BCM/BTC.